

# Ledbury NDP Steering Group (SG) agenda and actions

Members: Cllr Phillip Howells (PH); Nicola Forde (NF); Ann Lumb (AL)

Consultants: Bill Bloxsome (BB); Carly Tinkler (CT) Samantha Banks, Herefordshire Council (SB); WP = Working Party

Office: Angie Price (the Clerk, AP)

Action colour code: **Red = still to do**

<b>Meeting 39 – Tuesday, 25<sup>th</sup> May 2021</b>	
<b>Present: PH; NF; AL</b>	
<p><b>1. Update of Project Plan</b>            SG worked through and updated the project plan taking the current situation into account as follows:</p> <p>a) <u>Plan for Royal Mail Delivery</u>            The Royal Mail team have not yet got back to Hannah to confirm delivery, which was due to start on 7<sup>th</sup> June. PH to ask Hannah to contact Patrick at Royal Mail about what's going on. PH also to ask Hannah to arrange collection by Royal Mail from 1<sup>st</sup> June.            PH confirmed that 6,601 completed envelopes need to be distributed by Royal Mail to reach all Ledbury parish addresses.</p> <p>b) <u>Envelope Stuffing</u>            NF and AL had labelled a total of 7,000 envelopes. NF confirmed that 6,700 leaflets and questionnaires would be ready on 26<sup>th</sup> May and delivered to AL's address between 11am and 2pm.            Boxes of 500 labelled envelopes, (to include leaflets and questionnaires) to be assembled by AL, NF and PH on 26<sup>th</sup> May for distribution by PH and NF same day to addresses of the following: Celia; Griff; Tony; Helen; John; Dan; Malcolm; Andy; Steve (Glennie Smith) and Paul.            Each box to include letter from PH to show appreciation, explain stuffing procedure and details to return by 31<sup>st</sup> May.</p> <p>c) <u>Online Testing</u>            Testers include: Celia; Griff; Tony; Helen; John; Paul.            Olivia to put documents online on 26<sup>th</sup> May. Online testing to be coordinated by PH between 26<sup>th</sup> and 28<sup>th</sup> May with plan to go live by evening of Friday 28<sup>th</sup> May.            PH to ask councillors to double check the online survey a.s.a.p.            SG discussed access to the leaflet online and putting a link to it on several pages. Feedback awaited on this from the testers.</p>	<p>PH</p> <p>PH</p> <p>SG</p> <p>PH</p> <p>PH</p>
<p><b>2. Other Matters</b>            PH to contact CT about completion and timeline for Topic Paper 6.            AL to reply to BB about latest Topic Papers 1 – 5 for the website.</p>	<p>PH</p> <p>AL</p>
<p><b>3. Date of Next SG Meeting</b>            Thursday, 3<sup>rd</sup> June, 2:30pm</p>	